

## Minutes of Committee Meeting No. 4/2023

Wednesday, July 19, 2023 at 14:00

At the Emerald Green Housing Estate Juristic Person Office

### Committee members attended the meeting

1. Mr. Phisit	Sirimongkhon	Chairperson
2. Mrs. Saichai	Gustafsson	Committee
3. Mrs. Bunsanong	Schurtenberger	Committee
4. Mr. Warakorn	Maneewong	Committee

### The Management of Quality Property Management Co., Ltd. who attended the meeting

1. Mrs.Kanokwan	Nilthap	Operation Manager
2. Ms. Jureepon	Pothong	Housing Manager

### The meeting opened at 14.00.

When all the attendees arrived as scheduled, with more than half of the committee members present, which constituted a quorum, Ms. Jureeporn Phothong, the meeting moderator, proceeded with the meeting's agenda as follows:

### Agenda 1 Matters to be Informed

Mr. Pisit Sirimongkhon welcomed and expressed gratitude to all committee members for their participation in committee meeting no. 4/2023. He appointed Ms. Jureeporn Phothong, the estate manager, as the moderator.

### Agenda 2 Adoption of the Minutes of Meeting No. 3/2023 Held on May 17, 2023

The moderator presented the minutes of meeting no. 3/2023, which took place on May 17, 2023, at 14.00. The committee was informed and reviewed the details as documented in the meeting materials.

**Resolution:** The meeting certified minutes with no amendments.

### Agenda 3 Performance Report

The moderator provided a comprehensive overview of the performance report, including progress and pending tasks. And House No. 357/71 has already paid for common expenses, the

management therefore proceeds to withdraw the registration of rights and juristic acts in the allocated land. by notifying the Board Committee for acknowledgment The details were outlined in the meeting materials.

## Agenda 4 Financial Status Report

### 4.1 Cash Flow Report - June 2023

The moderator presented the financial status and outstanding balances as of June 2023, based on the cash flow report for June 2023.

<b>Income</b>	81,808.95	baht
<b>Expenses</b>		
- Management and Administration	136,553.68	baht
- Public Utilities	18,772.43	baht
- Operational Costs	9,989.69	baht
- Repairs, Maintenance, and Development	6,340.00	baht
- Other Expenditures	0.00	baht
- Provisional Payments	4,200.00	baht
Total Expenses	<u>175,855.80</u>	baht
<b>Net Income Higher (Lower) than Expenses</b>	<b><u>(91,046.85)</u></b>	<b>baht</b>
<b>Total Net Income Higher (Lower) than Expenses</b>	<b><u>172,551.30</u></b>	<b>baht</b>

**Resolution:** The meeting resolved to certify the financial status report as of June 2023 and the report on outstanding common area dues as of June 30, 2023.

## Agenda 5 Matters for Approval

### Agenda 5.1 Renewal of Termite and Pest Control Contract

As requested by Emerald Green juristic person the committee considered approving the contract for termite and pest control services for the year 2023. The contract period will be from August 4, 2023, to August 4, 2024, with a total cost of 5,885.00 baht (five thousand eight hundred and eighty-five baht flat).

**Resolution:** The meeting approved the contract with T&A Pest Control Services Co., Ltd., for termite and pest control services from August 4, 2023, to August 4, 2024, with a total cost of



5,885.00 baht (five thousand eight hundred and eighty-five baht flat) for 12 services per year in common areas of the office and clubhouse.

## **Agenda 5.2 Hiring an Attorney to Pursue Outstanding Common Area Dues**

Due to unpaid common area dues, Emerald Green juristic person initiated collection of outstanding dues for managing common properties, following the six-month payment cycle based on the current ownership ratio. Some co-owners still have outstanding dues from the year 2022. and the member's house at the execution office Notice of seizure. The management team has engaged a law firm to send follow-up debt collection letters and file lawsuits against delinquent homeowners. The proposal is presented to the committee for approval.

**Resolution:** The meeting approved engaging the law firm Thanadejkamon Law & Business Co., Ltd., to pursue outstanding common area dues and authorized the management team to coordinate with five co-owners (357/4, 357/6, 357/61, 357/109, 357/110) to pay half of their outstanding dues by August 31, 2023. If payment is not received by the deadline, legal actions will proceed accordingly.

## **Agenda 6 Other Matters (if any)**

### **6.1 Allocation of Budget for Wall Repair**

Following the previous resolution at the regular meeting of the juristic person committee on April 22, 2023, under **Agenda 9, the budget for wall repair** was approved with the majority vote. The allocation of the budget for wall repair was set at 330,000.00 baht (three hundred and thirty thousand baht flat) to repair walls at ten houses in the community. This resolution summarized the budget allocation for repair, and it was further certified to manage the budget for six houses, proportionally returning the surplus funds. The management prepared an agreement for budget allocation for wall repair and submitted it for the committee's approval to coordinate with the co-owners for the wall repair to be completed by December 31, 2023.

**Resolution:** The meeting approved the agreement for budget allocation for wall repair for six houses, returning the surplus funds proportionally, at 33,000.00 baht (thirty-three thousand baht flat) each. The management was authorized to coordinate with co-owners to have the agreement signed and ensure the wall repair is completed by December 31, 2023.

## 6.2 Purchasing Pumps for Watering Trees and Air-conditioning Pumps - 2 Sets

After an inspection by the maintenance team, it was found that the internal pump systems at two locations needed repair due to wear and tear. These two locations are as follows:

1. Pump for watering trees in the common area
2. Pump for air-conditioning to adjust the air in front of the project

The management proposed to the committee, seeking approval to purchase the equipment necessary for repair and maintenance to ensure the pump systems function properly.

**Resolution:** The meeting approved the management's request to purchase the necessary equipment for repair. If the repair does not restore normal functionality, the committee authorized the purchase of two new pump sets to ensure the proper operation of the pump systems.

## 6.3 Vehicle Expenses for Off-Site Coordination

The committee has assigned the management to summarize the transportation expenses for coordinating and contacting various departments, in order to assess the appropriate transportation budget for conducting off-site coordination and networking activities.

**Resolution:** The meeting resolved to approve the transportation budget for travel expenses, which will be disbursed to employees at the amount of 1,000.00 baht (one thousand baht flat) per month.

## 6.4 Consider and approve clubhouse improvements. and common areas

As a result of the 2023 Annual General Meeting of Members on Saturday, April 22, 2023, Agenda 3: Report on the juristic person's performance The resolution of the meeting, the members expressed additional opinions. by proposing to the management to renovate and repair the clubhouse and common areas To remain in condition Beautiful as before. Therefore, the management has procured a contractor to bid. Propose to the committee to approve The details are as follows:

1. Suggestions on improving and painting the clubhouse, fixing cracks and waterproofing the deck and demolishing the ceiling. Bathroom in front of the bathroom with deck cleaning. Use wet TOA Extar wall primer, TOA Super Shield wall paint, area size 250 sq m.
2. Proposal to repair, improve, paint, fix cracks around the security fort, along with making metal sheet awnings in front and behind the fort, width 2 meters, length 2 meters.



3. Proposal to repair and improve the entrance-exit bridge for the entire tile demolition project.  
Ready to lay new tiles

4. Proposal to repair, improve work, make a 45-meter sand-washed floor, coat the sand-washed surface, wash the edge of the swimming pool inside.

There are 4 contractors bidding for the operation as follows:

- |                            |             |                  |
|----------------------------|-------------|------------------|
| 1. Mr. Montree Prasertchai | total price | 178,000.00 baht. |
| 2. Mr. Nukun Phokmanee     | total price | 181,000.00 baht  |
| 3. Mr. Amnat Phaophan      | total price | 244,100.00 baht. |
| 4. Mr. Mongkol A. Suwan    | total price | 289,500.00 baht. |

**Resolution:** The meeting resolved to approve hiring a contractor, Mr. Montree Prasertchai, to carry out the renovation work. Details are as follows:

1. Propose repairs, improvements, painting the clubhouse, fixing cracks and waterproofing the deck, along with demolishing the ceiling in front of the bathrooms. Ready to clean the deck Use TOA Extar wet wall primer, TOA Super Shield wall paint, area size 250 sq m.
2. Proposing to repair, improve, paint, fix cracks in the security guard area, along with making metal seat awnings in front and behind the fort, width 2 meters, length 2 meters.
3. Proposing to repair and improve the entrance-exit bridge from the project to remove all tiles.  
with new tiles

by the Board There was a resolution not to approve the improvement work to make a 45 meter sand wash floor and coat the surface with sand to wash the edge of the swimming pool inside. Therefore, the operating fee rate was reduced. The remaining amount is a total of 153,000.00 baht (one hundred and fifty-three thousand baht). Conditions for payment are as follows.

1. Pay 50% of the cost in advance before entering the repair work.
2. Pay the cost after delivery of 50%. Warranty period for repair work is 1 year after delivery.

In this regard, the committee Assigned the management to prepare a repair plan and a contract for hiring a contractor with conditions to guarantee the repair work.


**Additional recommendations** are as follows:

1. Purchase one bicycle for project inspection.
2. Improve and develop the gym by purchasing one shelf and one set of weight bars.
3. Purchase one treadmill for exercise.
4. Purchase one All-In-One office computer for work and meeting purposes.
5. Purchase a common pool table to replace the damaged one.
6. Purchase four sets of solar-powered lights for illuminating the court area.
7. Purchase one storage cabinet for security personnel.
8. Renovate the security guard post to be orderly.
9. Enhance the control of entry and exit of contract workers who come to decorate the interior of member's houses.
10. Improve the cleanliness of the guard post area by having the housekeeper clean it once a week and enhance the cleanliness of the clubhouse area.
11. Arrange for a contract worker to install electrical wire conduits and a new signboard for the new project front.
12. Have the gardeners take care of the trees along the project's front to maintain uniformity.
13. Create a large sign to inform members that cash payments are not accepted.
14. Have the gardeners dig up and replant the pine trees from the old signboard in a suitable location.

With no other matters to discuss or consider, the meeting's chairperson, Mr. Pissit Sirimongkol, expressed gratitude to all committee members for attending this meeting and concluded the meeting.

**The meeting adjourned at 15:30.**

Signed.......... Chairperson in the Meeting  
(Mr. Phisit Sirimongkhon)  
Chairperson  
Emerald Green Housing Estate Juristic Person

Signed .......... Moderator  
( Mrs.Kanokwan Nilthap )  
Operation Manager  
Quality Property Management Co. Ltd.

Signed .......... Minutes taken by  
( Ms. Jureepon Pothong )  
Housing Manager  
Quality Property Management Co. Ltd.